## **Bound Printed Matter Parcels - Webinar** Start Time: 11:00 AM ET

**United States Postal Service** 

Karen Ward Manager, Shipping Solutions

**Henry Chau Senior Information System Support Specialist** 



To view/listen to audio of the original webinar Click here

### **Overview**

**Features and Benefits** 

**Extra Services** 

**Label and Service Type Codes** 

**Electronic Verification System (eVS)** 

**Tools and Resources** 



### Bound Printed Matter (BPM) Parcels

## USPS **Bound Printed Matter Parcels** are:

- A way for commercial customers to ship large amounts of advertising, promotional, directory, or editorial material such as catalogs, books and other printed material.
- Requires an IMpb or an IMpbcompliant extra services barcode is required for BPM.
- Even though BPM mailpieces do not receive expedited service or free forwarding and return, mailers can utilize ancillary service endorsements to tell the Postal Service how to treat undeliverable mail. Also note that unless endorsed, undeliverable BPM is disposed of at the local Post Office.
- Free USPS Tracking included and extra services available for a fee.









Must include a unique Intelligent Mail package barcode (IMpb) or an IMpb-compliant extra services barcode.



Must not have the nature of personal correspondence.

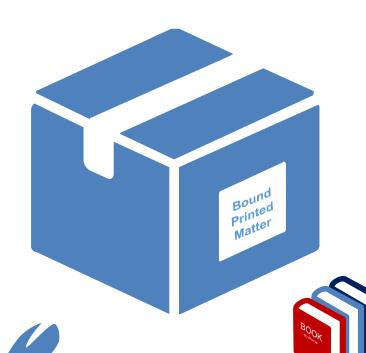
Must weigh *no more* than 15 pounds per piece.





Must be paid using Permit Imprint (no minimum volume required for non presorted).

Must consist of matter that is neither mailed as First-Class Mail nor entered as Periodicals.



Must be securely bound by permanent fastenings such as staples, spiral binding, blue or stitching.

Must not be stationery, such as pads of blank printed forms.

Must consist of editorial, advertising, promotional or directory material.

At least 90% of sheets must be imprinted by any process other than handwriting or typewriting with words, letters, characters, figures or images (or any combination thereof).



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#### **Price and Eligibility**

BPM non-presorted prices are based on the weight of a single addressed piece or 1 pound, whichever is higher, and the zone<sup>[1]</sup> (where applicable) to which the piece is addressed. For pre-sorted and carrier route prices are based piece and pound, and Zone to which the piece is addressed.

- Specific prices can be found in Notice-123 "Price List," in the Postal Explorer.
- The Postal Explorer can be reached at <a href="http://pe.usps.gov/">http://pe.usps.gov/</a>.
- BPM must be paid for via Permit Imprint. Refer to DMM for more detail.

Price Category	Volume Requirement
Non-Presorted	None
Presorted <sup>2</sup>	300 Pieces
Carrier Route <sup>2 not on eVS</sup>	300 Pieces

<sup>☐</sup>General information on zones: http://support.pb.com/ekip/index?page=content&id=FA1653

<sup>[2]</sup>Complete information on eligibility for price categories may be found in the DMM at this location: http://pe.usps.com/text/dmm300/263.htm#1019889

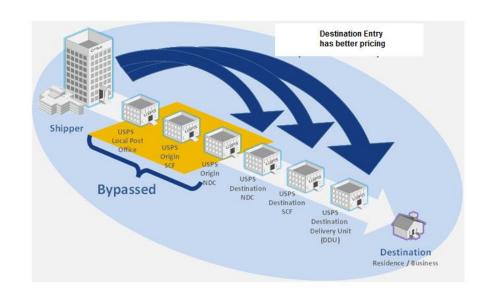


#### **Bound Printed Matter**

COMMERCIAL PARCELS—CARRIER ROUTE & PRESORTED

		Carrier Route <sup>1</sup>	Presorted <sup>1</sup>		Pound for Carrier te & Presort
		Price per piece	Price per piece +		Price per pound
Zone	Local, 1&2	\$1.447	\$1.566	+	\$0.189
	3	1.447	1.566	+	0.226
	4	1.447	1.566	+	0.274
	5	1.447	1.566	+	0.339
	6	1.447	1.566	+	0.416
	7	1.447	1.566	+	0.480
	8	1.447	1.566	+	0.628
	9	1.447	1.566	+	0.628
Destination Entry					
DNDC	1&2	\$1.354	\$1.450	+	\$0.102
	3	1.354	1.450	+	0.139
	4	1.354	1.450	+	0.195
	5	1.354	1.450	+	0.259
DSCF		0.826	0.934	+	0.074
DDU		0.670	0.757	+	0.038

Multiply the number of pounds in the mailing by price per pound. Multiply the number of pieces in the mailing by price per piece. Add both totals.



#### **Bound Printed Matter**

COMMERCIAL PARCELS—NONPRESORTED

Weight Not Over				Zone			
(pounds)	1 & 2	3	4	5	6	7	8 & 9
1.0	2.61	2.67	2.73	2.84	2.96	3.02	3.24
1.5	2.61	2.67	2.73	2.84	2.96	3.02	3.24
2.0	2.74	2.82	2.90	3.04	3.20	3.28	3.58
2.5	2.86	2.96	3.06	3.24	3.44	3.54	3.91
3.0	2.99	3.11	3.23	3.44	3.68	3.80	4.25
3.5	3.11	3.25	3.39	3.64	3.92	4.06	4.58
4.0	3.24	3.40	3.56	3.84	4.16	4.32	4.92
4.5	3.36	3.54	3.72	4.04	4.40	4.58	5.25
5.0	3.49	3.69	3.89	4.24	4.64	4.84	5.59
6.0	3.74	3.98	4.22	4.64	5.12	5.36	6.26
7.0	3.99	4.27	4.55	5.04	5.60	5.88	6.93
8.0	4.24	4.56	4.88	5.44	6.08	6.40	7.60
9.0	4.49	4.85	5.21	5.84	6.56	6.92	8.27
10.0	4.74	5.14	5.54	6.24	7.04	7.44	8.94
11.0	4.99	5.43	5.87	6.64	7.52	7.96	9.61
12.0	5.24	5.72	6.20	7.04	8.00	8.48	10.28
13.0	5.49	6.01	6.53	7.44	8.48	9.00	10.95
14.0	5.74	6.30	6.86	7.84	8.96	9.52	11.62
15.0	5,99	6.59	7.19	8.24	9.44	10.04	12.29



Bound Printed Material Parcels have several additional features.



#### **Tracking**

USPS Tracking is included with BPM Parcels at no additional charge.



#### Inspection

The mailing of articles at BPM Parcels prices constitutes consent by the mailer to postal inspection of the contents.



#### **Timing**

The USPS does not guarantee the delivery of BPM within a specified time. BPM might receive deferred service. The local Post Office can provide information concerning delivery times within its area.

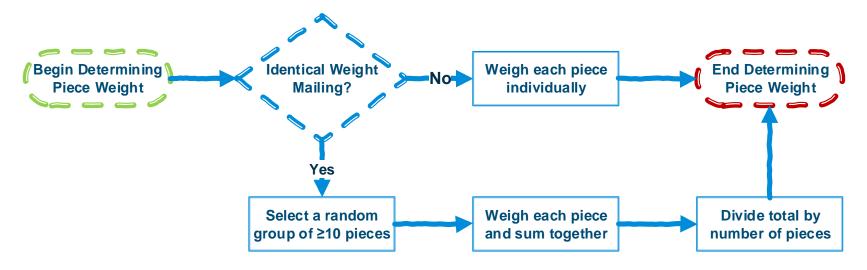


#### **Addressing BPM**

All BPM parcels need a complete delivery address with correct ZIP Code. Except for unendorsed articles, all BPM Parcels requires a return address.



#### USPS Methodology for determining Single-Piece Weight



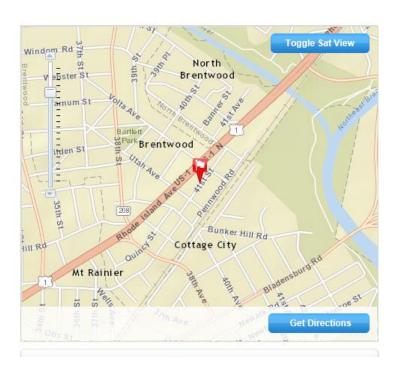
Mailing Method	Rounds Decimal Pounds To
Non-eVS (Electronic Verification System)	Two decimal places
eVS (Electronic Verification System)	Four decimal places (eVS will subsequently round to the appropriate decimal place)
Manifest Mailing System	Manifest weight field must be properly completed by adhering to the rules relative to the specific manifest



#### Non-eVS

## Verification and Entry — Presorted, Carrier Route, Destination Entry and Barcoded Mailings

 All BPM mailings must be presented for verification and acceptance where the permit is held at the local Business Mail Entry Unit (BMEU).





#### **Finding a Business Mail Entry Unit**

• If you need to find the location of a USPS Business Mail Entry Unit, you can use the link below our the USPS RIBBS site.

https://ribbs.usps.gov/locators/find-bme.cfm

UNITED STATES POSTAL SERVICE®	
RIBBS	
District	Business Mail Entry Locator
Enter City and State or ZIP Code  Locate Reset	District Business Mail Entry Locator
To locate a District Business Mail Entry office, enter a city and state or ZIP Code (Example, Seattle WA or 981 or 98111).	
	The District Business Mail Entry office that serves 20772 can be contacted at:
	BUSINESS MAIL ENTRY UNITED STATES POSTAL SERVICE 900 BRENTWOOD RD NE WASHINGTON DC 20066-7204
	Phone : (202) 636-2170 Fax : (202) 636-4367

Close Window



#### **Business Customer Gateway (BCG)**

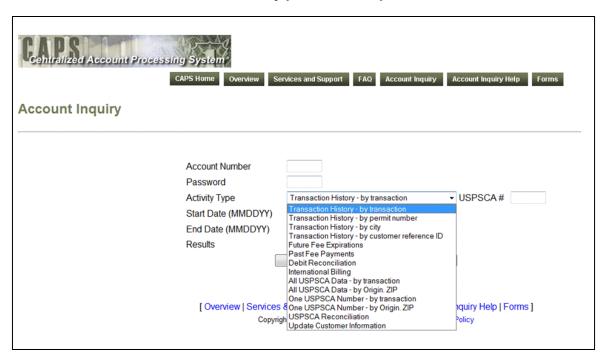
- BCG is a Web portal for USPS business services and a resource for accessing postage statements, transaction receipts and account management tools. BCG provides merchants easy access to all Postal Service online business offerings — all with a single user name and password.
- In addition to providing access to postage statements and transaction receipts,
   <u>BCG</u> (<a href="https://gateway.usps.com/bcg/login.htm">https://gateway.usps.com/bcg/login.htm</a>) allows you, as a merchant, to view company information, manage Mailer IDs and electronic data exchange, schedule mailing appointments and track and confirm their mailings.





#### **CAPS** Reports

- Reports are accessible using the CAPS account number and password.
- The Account Inquiry page contains reports that allow the merchant to manage their account and transactions.
- The screen shot below shows the types of reports available.



## Mailer Identification (MID) and Customer Registration Identification (CRID)

A MID is a numeric identification number used in the suite of Intelligent Mail (IM) barcodes to identify the mail owner, mailing agent or other service provider.

- The MID is a six- or nine-digit number assigned by the Postal Service.
- A nine-digit MID will support most merchants if the serial number remains unique for 120 days.
- A six-digit MID is for high-volume merchants that require longer serial numbers to ensure its uniqueness for 120 days.
- A CRID is a number created by the Business
   Customer Gateway (BCG) merchant registration
   system to uniquely identify a USPS merchant at a
   location. It connects a company's information at a
   physical address across USPS applications.





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#### **BPM Parcels Extra Services**

	Extra Service	Service Description
•	Insurance Insurance Restricted Delivery	Provides up to \$5,000 indemnity coverage for articles that are lost, damaged or have missing contents.
•	Certificate of Mailing	Provides evidence that mail has been presented to USPS for mailing.
•	Return Receipt	Provides mailer with evidence of delivery, along with information about recipient's actual delivery address.
•	Return Receipt for Merchandise	A form of return receipt service that provides the sender with a mailing receipt (PS 3804) and a return receipt (PS 3811).
•	Signature Confirmation Signature Confirmation Restricted Delivery	Provides the mailer with information about the date and time an article was delivered and, if delivery was attempted but not successful, the date and time of the delivery attempt.
•	Collect on Delivery Collect on Delivery Restricted Delivery	Any mailer may use collect on delivery (COD) service to mail an article for which the mailer has not been paid and have its price and the cost of the postage collected from the recipient.
•	Special Handling- Fragile	Provides preferential handling, but not preferential delivery, to the extent practicable in dispatch and transportation.

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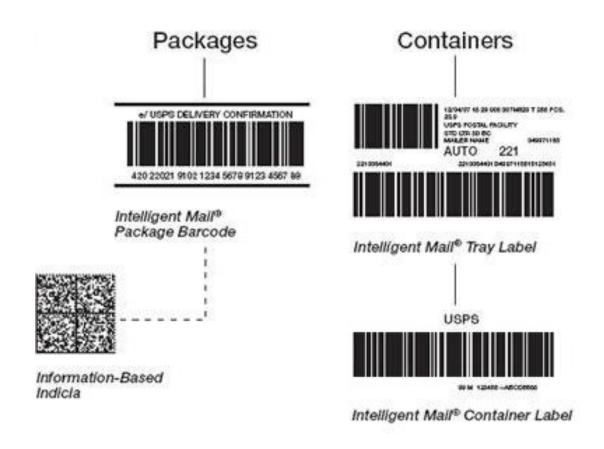
Status	STC	Description	Class of Mail	Banner Text	Extra Service Code #1	Extra Service Code #2	Extra Service Code #3	Extra Service Code #4
Active	419	Bound Printed Matter: USPS Tracking	BB	USPS TRACKING #	920			
Active	420	Bound Printed Matter: COD	BB	USPS COD SIGNATURE TRACKING #	915			
Active	421	Bound Printed Matter: COD, USPS Tracking	BB	USPS COD SIGNATURE TRACKING #	915	920		
Active	422	Bound Printed Matter: Signature Confirmation	BB	USPS SIGNATURE TRACKING #	921			
Active	423	Bound Printed Matter: Insurance > \$200	BB	USPS SIGNATURE TRACKING #	931			
Active	424	Bound Printed Matter: COD, Return Receipt	BB	USPS COD SIGNATURE TRACKING #	915	955		
Active	425	Bound Printed Matter: COD, Return Receipt Electronic	BB	USPS COD SIGNATURE TRACKING #	915	957		
Active	426	Bound Printed Matter: COD, Restricted Delivery	BB	USPS COD SIGNATURE TRACKING #	915	950		
Active	427	Bound Printed Matter: COD, Signature Confirmation	BB	USPS COD SIGNATURE TRACKING #	915	921		
Active	431	Bound Printed Matter: Insurance <= \$200	BB	USPS TRACKING #	930			
Active	432	Bound Printed Matter: USPS Tracking, Insurance <= \$200	BB	USPS TRACKING #	930	920		
Active	435	Bound Printed Matter: Insurance > \$200, Return Receipt Electronic	BB	USPS SIGNATURE TRACKING #	931	957		
Active	447	Bound Printed Matter: COD, Return Receipt, Restricted Delivery	BB	USPS COD SIGNATURE TRACKING #	915	955	950	



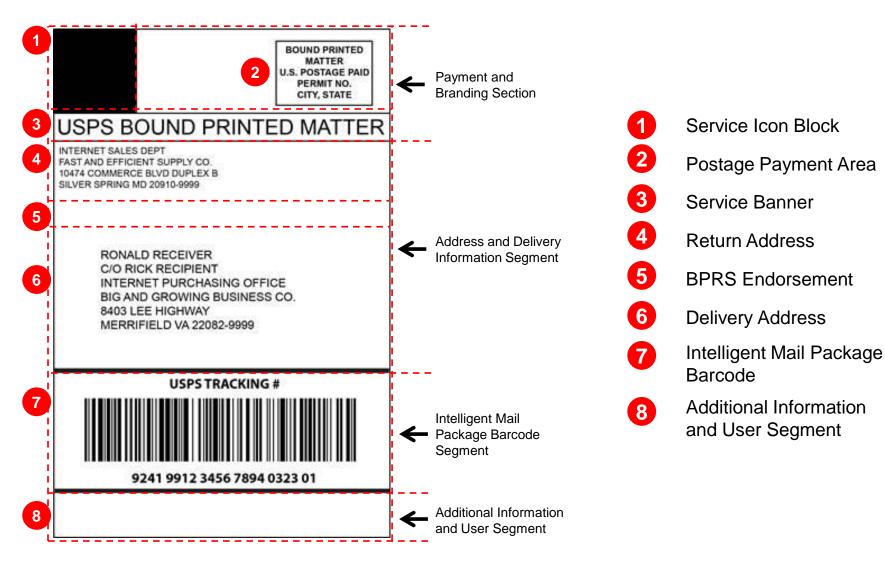
Status	STC	Description	Class of Mail	Banner Text	Extra Service Code #1	Extra Service Code #2	Extra Service Code #3	Extra Service Code #4
Active	448	Bound Printed Matter: COD, Return Receipt, Return Receipt Electronic, Restricted Delivery	BB	USPS COD SIGNATURE TRACKING #	915	955	957	950
Active	449	Bound Printed Matter: Insurance > \$200, Return Receipt, Return Receipt Electronic	BB	USPS SIGNATURE TRACKING #	931	955	957	
Active	452	Bound Printed Matter: Insurance > \$200, Return Receipt, Restricted Delivery	BB	USPS SIGNATURE TRACKING #	931	955	950	
Active	453	Bound Printed Matter: Insurance > \$200, Return Receipt, Return Receipt Electronic, Restricted Delivery	BB	USPS SIGNATURE TRACKING #	931	955	957	950
Active	437	Bound Printed Matter: USPS Tracking, Insurance > \$200	BB	USPS SIGNATURE TRACKING #	931	920		
Active	446	Bound Printed Matter: COD, Return Receipt, Return Receipt Electronic	BB	USPS COD SIGNATURE TRACKING #	915	955	957	
Active	473	Bound Printed Matter: Merchandise Return, USPS Tracking	BB	USPS TRACKING #	920	980		
Active	673	Bound Printed Matter: Insurance <= \$200, USPS Tracking, Merchandise Return	BB	USPS TRACKING #	930	920	980	
Active	674	Bound Printed Matter: Insurance > \$200, USPS Tracking, Merchandise Return	BB	USPS SIGNATURE TRACKING #	931	920	980	
New	922	Bound Printed Matter Signature Confirmation Restricted Delivery	BB	Bound Printed Matter Signature Confirmation Restricted Delivery				



#### **Barcodes used with BPM Parcels**









#### **Endorsements**

No Endorsement

Electronic Service Requested

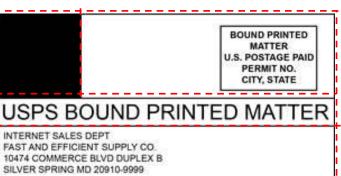
Address Service Requested

Address Service Requested (Shipper Paid Forwarding/Return Options – 3 options)

Forwarding Service Requested

Return Service Requested (2 Options)

Change Service Requested 2 options)



RONALD RECEIVER C/O RICK RECIPIENT INTERNET PURCHASING OFFICE BIG AND GROWING BUSINESS CO. 8403 LEE HIGHWAY MERRIFIELD VA 22082-9999



9241 9912 3456 7894 0323 01

#### **Overview**

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**Electronic Verification System (eVS)** 

**Tools and Resources** 

### What is eVS®?

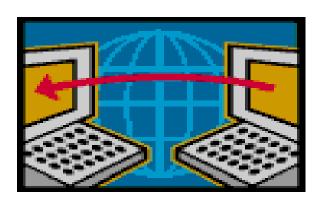
eVS® is the electronic Verification System. This is the seamless solution for package mailers.

- Reduces/eliminates hard-copy paperwork
- Allows deposit of mailings anywhere (with appointments)
- Enables simplified payment
- Offers options for account monitoring
- Facilitates IMpb compliance

## eVS reduces/eliminates paperwork

- No paper manifests
- No PS Form 8125s
- No paper postage statements
- No register of mailings

#### **Electronic Manifest File Submission for payment of packages**



## eVS allows deposit of mailings anywhere

- Origin mailings entered locally (full USPS network packages)
- Destination entry mailings entered closer to the destination of the package

# FAST appointments online as needed for deposit locations:

- Destination Delivery Unit (DDU)
- Sectional Center Facility (SCF)
- Network Distribution Center (NDC)

## eVS enables simplified payment:

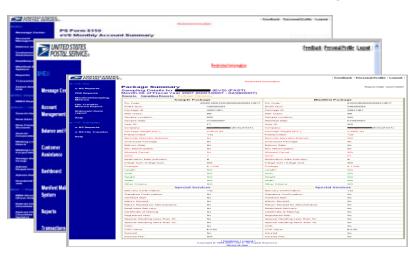
- National permit
- One or multiple permits available
- No application fee for eVS (first) permit
- Company permit imprint style preferred

### One Account for all entry points

Priority Mail
US Postage Paid
WORLD CLASS
SHIPPER
eVS

## eVS options for account monitoring

- Data mining capabilities through Electronic Data Extract files
  - Detailed data on manifested packages
  - Detailed data for reconciliation
- Online reporting
  - Postage Information
  - Reports to support any additional postage



## eVS facilitates IMpb compliance

- Measurements for compliance
  - Intelligent Mail Package Barcodes
  - Shipping Services File version 1.6 or higher
  - Destination Delivery Address or 11-digit DPV Code
  - Timeliness



## eVS offers monthly reconciliation

- Manifest at or before mail entry
- Sampling and scans measure manifest accuracy
- Visibility into manifest quality
  - Package attributes
  - Entry facilities
- Monthly reconciliation if needed for disparities
- Adjustments attributed to each mail class

## eVS: Monthly reconciliation

- Allows mailers to monitor quality and make adjustments as needed
- Report Access 24/7
- Monthly reconciliation extracts
- Available for any pending adjustments
- Provided to customers through PTR:
  - 1st of the month
  - o 11th of the month
  - 21st of the month

## eVS: Monthly reconciliation

eVS mailers are expected to accurately pay postage for each package. Reconciliation is required when package discrepancies are identified.

- Single piece eVS mailers
  - Manifest Accuracy (1.5% tolerance)
  - Un-manifested Packages
  - Manifest Errors
  - Duplicate Packages
  - IMpb Non-compliance Assessment
  - Incorrect Packaging Assessment
- Additional for Presort eVS mailers
  - Mis-shipped DDU Packages
  - Presort Eligibility
  - Content Eligibility
  - Destination Entry Validation



# Monthly Reconciliation July Postage Adjustments

A
U
3
U
5
-

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Mailers have until the 10th of the following month
  - To provide files to pay for any manifest errors or unmanifested packages
  - To dispute any pending adjustments for the previous month.
- Adjustments are scheduled to be performed on the 21st of the month for the previous month

## eVS: Visibility

- Account Management in eVS
  - Online Access
    - ✓ Manifest Data
    - √ Sample Data
    - ✓ Electronic Mailing Data
      - Reports that include piece level data:
        - √ Sampling
        - ✓ Un-manifested packages
        - ✓ Duplicate packages
        - ✓ Packages with Manifest errors
        - ✓ Packages with Destination Entry Conflicts
        - ✓ Mis-shipped DDU packages
        - ✓ Packages with IMpb non-compliance
        - Packages that do not meet presort eligibility



## eVS: Visibility

- Account Management in eVS
  - Extract Data
    - ✓ Data pushed back to the customer with details of mailing
      - Postage payment extracts (Appendix K, Pub 205)
      - Reconciliation extracts (Appendix L, Pub 205)
  - National Account/CAPs Account
    - ✓ Single account for payment
    - ✓ Can have multiple payment accounts (if needed)



## eVS: Mail Entry

- National permit for eVS
- · Permit not required at each office
- One or multiple permits as needed
- No Permit application fee
- Mailings deposited at any post office "Mail Anywhere"
- Payment based on office of entry NDC, SCF, DDU, origin
- No paper necessary for drop shipments like "eInduction"
- Packages may be sampled throughout the USPS network

# eVS: Mail Entry

- Postage statements are created from electronic manifests
- PostalOne! payment account is debited for postage
- Origin Entry mail is accepted at first Postal Facility or the Mailer's Facility
- Destination Entry Mail
  - No PS Form 8125s needed
  - Acceptance at Destination Postal Facility
  - Acceptance at Mailer's Facility
  - Mailer uses FAST to schedule appointments for other than Destination Delivery Units (DDU)

### Non-eVS: Mail Entry



- Permits are established at each office of mailing
- Applicable annual mailing fees paid at each office
- Mailing is presented at Business Mail Entry Unit (BMEU) or at a mailer's facility in a Detached Mail Unit (DMU)
- Paperwork required to be presented at each office

# eVS: Mail Entry









- National Permit
- Mail entered at destination entry Post Offices
- No hard copy paperwork required
- Fast Appointments
- Electronic Files for payment



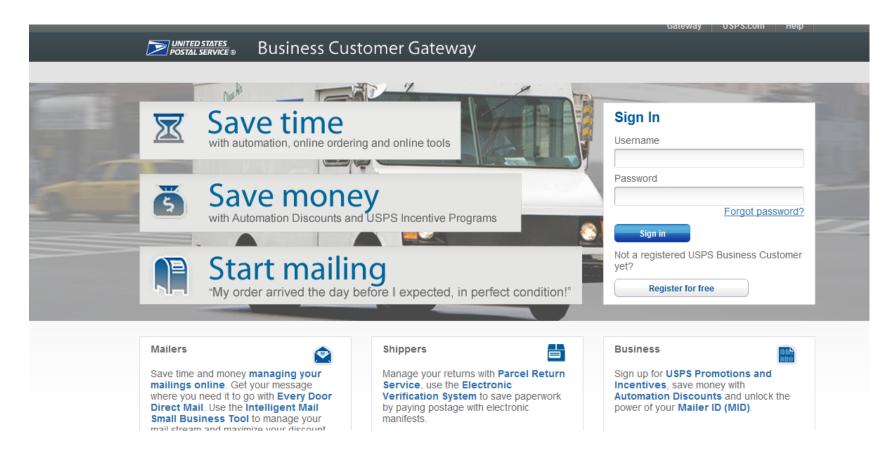
# Changing the way you do business

Non-eVS	eVS®
Each mailing 1.5% accuracy	Mailings aggregated for the month - 1.5% accuracy
Each mailing must be presented for acceptance at the BMEU where the permit is held	Mailings are deposited at the applicable origin or destination entry facilities based on appointments
Permits - each office of mailing Postage Statements - each mail class Itemized manifests - each mailing PS Form 8125s - each destination drop FAST appointments	National Permit Corporate Account Electronic Manifest Files FAST appointments

# **Setting up an eVS Account**

In order to mail packages through eVS, mailers must...

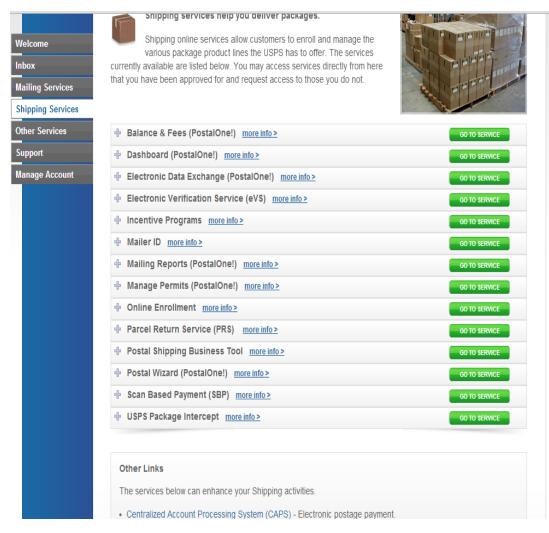
- Register for eVS participation
- Establish an account
- Submit the eVS application (BCG online enrollment)
- Complete the certification process
- Begin mailing eVS



All users who wish to participate in Electronic Verification System eVS must navigate to <a href="https://gateway.usps.com">https://gateway.usps.com</a> to sign into or create a new account.

### Register for eVS participation

- Log onto the Business Customer
  - After the eVS account is configured for your company, eVS reports will be available under Shipping Services > Electronic Verification Service (eVS).
- Establish a Business Service Administrator (BSA) for eVS
  - Additional users can request the "Manage Electronic Verification Activity (eVS)"
- Request MID for eVS usage by selecting "Mailer ID"



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#### **eVS** Resources

To sign up for eVS, contact <u>eVS@usps.gov</u>

For file layout, eVS compliant vendors, application forms, see http://ribbs.usps.gov/

Publication 205, Electronic Verification System Business and Technical Guide

eVS Headquarters team

Helpdesk 1-877-264-9693



#### Resources

Domestic Mail Manual (DMM) <a href="http://pe.usps.gov/text/dmm300/505.htm">http://pe.usps.gov/text/dmm300/505.htm</a>

Electronic Verification Service (eVS) Business and Technical Guide <a href="https://ribbs.usps.gov/evs/documents/tech\_guides/pubs/Pub205.PDF">https://ribbs.usps.gov/evs/documents/tech\_guides/pubs/Pub205.PDF</a>

Intelligent Mail package bar code (IMpb) information page on RIBBS <a href="https://ribbs.usps.gov/index.cfm?page=intellmailpackage">https://ribbs.usps.gov/index.cfm?page=intellmailpackage</a>

Notice 123, Price List

http://pe.usps.gov/text/dmm300/Notice123.htm

Publication199, Intelligent Mail Package Barcode (IMpb) Implementation Guide <a href="https://ribbs.usps.gov/intelligentmail\_package/documents/tech\_guides/PUB199IMPBImpGuide.pdf">https://ribbs.usps.gov/intelligentmail\_package/documents/tech\_guides/PUB199IMPBImpGuide.pdf</a>

Parcel Labeling Guide

https://ribbs.usps.gov/barcode\_cert/documents/tech\_guides/ParcelLabelingGuide.pdf

PS Forms available on PolicyNet and USPS.com

http://blue.usps.gov/formmgmt/forms.htm (for postal employees only)

http://about.usps.com/forms/all-forms.htm



Acronym/ Abbreviation	Tool Name	Where to Find Information
BCG	Business Customer Gateway	https://gateway.usps.com/eAdmin/view/signin
CAPS	Centralized Account Processing System	https://caps.usps.gov/capshome.asp; 650-377-1334
CRID	Customer Registration Identification	https://ribbs.usps.gov/intelligentmail_package/documents/tech_guides/PUB199IMPBImpGuide.pdf
DMM	Domestic Mail Manual	http://pe.usps.gov/
eVS	Electronic Verification System	https://ribbs.usps.gov/index.cfm?page=evs eVS Business and Technical Guide https://ribbs.usps.gov/evs/documents/tech_guides/pubs/Pub 205.PDF
IMpb	Intelligent Mail package barcode	https://ribbs.usps.gov/index.cfm?page=intellmailpackage
MID	Mailer Identification	https://ribbs.usps.gov/intelligentmail_package/documents/tech_guides/PUB199IMPBImpGuide.pdf
NCSC	National Customer Support Center	Label/Barcode Certification: CONFIRMATION SERVICES, NATIONAL CUSTOMER SUPPORT CENTER, UNITED STATES POSTAL SERVICE, 225 N HUMPHREYS BLVD STE 501, MEMPHIS TN 38188- 1001. Phone: 877-264-9693 (7:00 AM - 5:00 PM Central Time) Email: delivery.confirmation@usps.gov  47



Acronym/ Abbreviation	Tool Name	Where to Find Information
NSA	Negotiated Service Agreement	DMM 709.1; http://pe.usps.gov/text/dmm300/dmm300_landing.htm
PostalOne!	USPS Web system that contains mailing and postage payment information	https://www.usps.com/postalone; (800) 522-9085
PTR	Product Tracking and Reporting	https://tools.usps.com/go/TrackConfirmAction!input.action
SSK	Self-service kiosk	https://tools.usps.com/go/POLocatorAction!input.action
STC	Service Type Code	https://ribbs.usps.gov/intelligentmail_package/documents/tech_guides/PUB199IMPBImpGuide.pdf
RIBBS	Rapid Information Bulletin Board System	https://ribbs.usps.gov/
URL	Uniform Resource Locator	A website address that enables users to access a web site
USPS Web Tools Application Programming Interfaces (API)	USPS has several APIs allow merchants to integrate USPS tools into its systems	https://www.usps.com/business/web-tools-apis/list-of-apis.htm

# Bound Printed Matter - Parcels- Webinar Question and Answer Session

**United States Postal Service** 

Karen Ward Manager, Shipping Solutions

Henry Chau Senior Information System Support Specialist



# Bound Printed Matter - Parcels- Webinar The webinar is now concluded

RIBBS Website: https://ribbs.usps.gov